



## JEFFERSON COMMUNITY COLLEGE BOARD OF TRUSTEES

### MEETING MINUTES July 2, 2025

The regular monthly meeting of the Board of Trustees of Jefferson Community College was held on Wednesday, July 2, 2025, in Room 6-220, Board Room, of the Jules Center at Jefferson Community College.

#### **Attendance:**

##### Trustees Present:

David Males, Chair  
Maureen Aiken  
Alessio Caruana  
Michael Crowley  
Beth Fipps  
Judith Gentner  
Nathan Hunter  
Cindy Intschert  
Stephen Todd

##### Administrative Staff:

Dan Dupee, President  
Carey Goyette, Provost - Vice President for Academic Affairs and Student Affairs  
Sidney Pond, Vice President for Administration & Finance (online)

**Call to Order** Chair David Males called the meeting to order at 4:00 p.m.

#### **Approval of Minutes**

On a motion made by Cindy Intschert, seconded by Stephen Todd, the minutes of the June 4, 2025, meeting were approved unanimously.

#### **Introductions of Guests**

Jerilyn Fairman, former Provost  
Paul Keller, Associate Vice President for Enrollment Services  
Gillian Maitland, Marketing & Communications Director  
Tatum Overton, Marketing & Communications intern  
Gabrielle Thompson, Associate Vice President for Student Affairs

**Privilege of the Floor** – none

## **JCC Foundation** – Maureen Aiken

A written report was provided to Trustees and summarized by Trustee Aiken:

### **The Foundation Board met – June 25th – Updates**

- They approved the budget for FY26, which projects a conservative \$12,000 profit.
- They have amended their investment policy to allow the Foundation the opportunity to invest in alternatives if they choose.
- They have approved 3 new board members to fill the current vacancies who will join the Foundation board in September:
  - Nolan Pitkin, Class of '14
  - Paul Alteri
  - Marc Thomas, Class of '97
- They approved next year's Executive Committee, which will remain the same as the previous year:
  - Ryan Piche - President
  - Stuart Schmitt - Vice President
  - Stephanie Sutton - Secretary
  - Brian Peck – Treasurer
  - Michelle Capone – Immediate Past President
- Ben reported that they will end the year with an increase in total donors raised and with a record number of donors.

### **President's Report**

In his report, President Dupee updated the Trustees on Enrollment, Achieving the Dream, Next Move NY, Strategic Plan lunch and learn, recent activities and upcoming activities:

- **Enrollment:**
  - Summer – up 18.43%, Fall – up 7.26%. We're very early in the process for fall enrollment but are still happy to see that we're up. Continuing students is up, new students is flat, and high school numbers aren't included yet.
- **Achieving the Dream:**
  - Our team of 11 people just got back from the kickoff in Charlotte, NC. We're excited to begin the process.
- **Next Move NY:**
  - We have \$4 million to spend. We will have the bid out hopefully by next week and construction started by late August.

- **Strategic Plan lunch and learn:**
  - Will take place on July 29 for Board members. Please attend if you are able.
- **Recent activities:** Welding Lab discussion at BOCES, FDRLO Annual Board Meeting, ATD Meeting, SUNY CC Monthly Meeting, Budget Discussion with County Administration, FDRHPO Board Meeting, River Fest, ESP & FAJCC Labor Management Meetings, Workforce Development Board Meeting, IBEW Next Move NY Meeting, FAJCC Negotiations, NYCCAP Retreat, Achieving the Dream conference, Jefferson County Budget Presentation, Samaritan Board meeting, County Board Meeting, Next Move NY Partner Meeting (partners include Advocate Drum and DANC)
- **Upcoming activities:** FAJCC Negotiations, President's Meeting in Saratoga Springs, ESP and FAJCC Labor Management Meetings, Cabinet Retreat, Chancellor Visit to Campus, Summer Cookout, Samaritan Board Meetings, FDRHPO Board Meeting, Leadership Group Retreat, New Logo Unveiling Media Event, Start Up Week, Center for Community Studies Advisory Board Meeting, Cannoneer Kickoff

### **Finance and Audit Committee** – Committee Member Nathan Hunter

Trustee Hunter noted the Finance and Audit Committee met prior to the full Board meeting. He first presented the College's operating budget in Resolution 157-25. Upon motion by Nathan Hunter, seconded by Judith Gentner, the College's 2025-2026 Operating Budget was approved unanimously as follows:

#### **RESOLUTION NO. 157-25                      2025-2026 OPERATING BUDGET**

**WHEREAS**, Jefferson Community College anticipates serving 1,090 full-time students as well as enrolling students for 18,178 part-time credit hours during the 2025-2026 academic year. Base State Aid FTE at 1,546.9.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby approves a Jefferson Community College 2025-2026 Operating Budget in the amount of \$26,553,293 with the contribution of the sponsor at \$5,695,951 and the State share of \$6,565,724.

Trustee Hunter then presented the 2025-2026 Tuition and Fee Schedule noting A 4.0% tuition increase has been proposed for the upcoming academic year. Upon motion by Nathan Hunter, seconded by Maureen Aiken, the College's 2025-2026 Tuition and Fee Schedule in Resolution 158-25 was approved unanimously as follows:

#### **RESOLUTION NO. 158-25                      2025-2026 TUITION AND FEE SCHEDULE**

**WHEREAS**, the Jefferson Community College Board of Trustees hereby adopts the following Tuition and Fee Schedule for the 2025-2026 academic year:

#### **TUITION:**

New York State Residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate of Residence:

Full-Time	\$5,664 per academic year
Part-Time	\$ 236 per credit hour

New York State residents who are not residents of the sponsorship area and do not present a Certificate of Residence:

Full-Time	\$11,856 per academic year
Part-Time	\$ 494 per credit hour

Non-New York State Residents:

Full-Time	\$11,016 per academic year
Part-Time	\$ 459 per credit hour

## **STUDENT SERVICE FEES: -**

Fees deducted from operating costs as offsetting revenue:

Capital Fee (Out of State/International Students)	\$ 150 per semester
Non-Credit Course Fee	variable (\$10-\$500)
Document/Check Replacement Fee	\$ 15 per copy
Transcript Fee	\$ 10 per copy
Health Transcript Fee	\$ 10 per occurrence
Facsimile Fee (Official Documents)	\$ 10 per occurrence
Processing Fee, Directed Study	\$ 25 per course
Credit by Examination Fee	\$ 20 per credit hour
College-Level Examination Program	\$ 25 per exam
Returned Check Fee	\$ 25 per check
Parking Fines	variable (\$10-\$100)
Technology Fee	\$ 14 per credit hour
Computer Lab Fee (Community Members)	\$ 45 per semester
Clinical/Course Lab/Online/Materials Fee	variable (\$5-\$200) per credit hour

## **FEES CHARGED TO STUDENTS BY SEPARATE ASSOCIATIONS:**

(i.e. Faculty-Student Association or by self-sustaining operations)

*Comprehensive Student Fee	\$ 21 per credit hour
Comprehensive Student Fee – (Summer/Winter)	\$ 9 per credit hour
Diploma Fee (replacement)	\$ 50
Identification Card Fee (replacement)	\$ 30
Alumni Fee (optional)	\$ 10 per semester
Book Store Fee	\$ 26 per credit hour

\*Not applicable for extension site courses; (fees included: student resource, parking, commencement, new student services, and identification card)

Trustee Hunter next presented the Annual Purchasing Policy and Control, noting this policy is reviewed annually and there are no changes.

Upon presentation and motion by Nathan Hunter, seconded by Cindy Intschert, 159-25 was approved unanimously as follows:

RESOLUTION NO. 159-25

2024-2025 ANNUAL PURCHASING POLICY & CONTROL

**WHEREAS**, by resolution No. 132-93 dated July 7, 1993, the Board of Trustees adopted a Purchasing Policy; and

**WHEREAS**, revisions to the policy were adopted by Resolutions No. 159-07, 104-09, 176-10, 164-11, 146-12, 144-14, 154-15, 163-16, 158-17, 127-18, 164-18, 173-19, 147-20, 156-21, 141-22, 189-22, 147-24; and

**WHEREAS**, in keeping with current business practices and updated standards for procurement of materials, equipment and supplies necessary to meet College objectives, it is necessary to review, update and revise the Purchasing Policy annually;

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby amends the aforementioned resolutions and adopts the attached Purchasing Policy.

Trustee Hunter then presented the following budget amendment. Resolution 160-25 highlights that the College has been awarded \$4,000,000 from New York State and Empire State Development.

Following presentation and on motion by Nathan Hunter, seconded by Michael Crowley, the Board unanimously approved the following budget amendment reflected in Resolutions 160-25:

RESOLUTION NO. 160-25

2024-2025 BUDGET AMENDMENT: NEXT MOVE NY GRANT

GRANT PERIOD:

JULY 1, 2025 – JUNE 30, 2027

**WHEREAS**, the College has received funding from New York State and Empire State Development to build upon existing programs, partners and create a system that supports, educates, trains, credentials and engages transitioning soldiers and spouses to help fill the employment needs of businesses and employers of the North Country and New York State;

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

**INCREASE REVENUE:**

Next Move NY– State Grants & Contracts	2673-3011-5420	<u>\$ 4,000,000.00</u>
Total Revenue Increase		\$ 4,000,000.00

**INCREASE EXPENDITURE:**

Next Move NY – Instructional Equipment	2673-3011-7005	\$ 2,000,000.00
Next Move NY- Professional Service Fees	2673-3011-7241	<u>2,000,000.00</u>
Total Expenditure Increase		\$ 4,000,000.00

Upon presentation and motion by Trustee Hunter, seconded by Beth Fipps, Resolution 161-25 authorizing the write-off of student receivables was approved unanimously as follows:

**RESOLUTION NO.161-25                      STUDENT RECEIVABLE WRITE-OFF**

**WHEREAS**, in compliance with generally accepted accounting principles, the College should not retain as accounts receivable balances that are deemed to be uncollectable, and;

**WHEREAS**, the accounts receivable balances set forth in the attached schedule are deemed to be uncollectable;

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the adjustment to the tuition receivable accounts in the amount of \$518,962.09.

**Financial Statements:** May 2025

VP Sid Pond reported that we are three quarters of the way through the fiscal year and have three months left. Overall total revenue is a little more than \$25,063,000, which is nearly 96.9% of the total budgeted revenues and is a about \$1,042,000 more than last year's total revenue through May. Fall, winter, spring, and summer tuition revenue is higher than budget since actual enrollment has been higher than 2.7% decrease that was budgeted. Total expenditure is a little more than \$17,521,000, which is about 67.8% of the annual expenditure budget and about 7.2% less than budget. Total cash and cash equivalents are up about \$913,000 as compared to last year and a little less than \$10,800,000 was invested in U.S. Treasuries at the end of the month.

Upon motion by Cindy Intschert seconded by Stephen Todd, the Board unanimously accepted the May 2025 financial reports.

**Academic and Educational Services Committee** - Committee Chair Cindy Intschert

Committee Chair Cindy Intschert reported the Academic & Educational Services Committee met on June 18.

Trustee Intschert presented information on the Criminal Justice A.S. Program Review. Since the last review, there have been three areas that have been focused on to improve the program and attract students: integrating more physical education courses for potential graduates who are looking to enter the police academy; creating a report writing course to help improve graduates communication and writing skills, especially for graduates entering the police force; and continuing to offer online courses so that students may complete their degree fully online.

Upon motion by Cindy Intschert, seconded by Judith Gentner, Resolution 162-25 was unanimously approved as follows:

**RESOLUTION NO. 162-25                      APPROVAL OF PERIODIC PROGRAM REVIEW  
CRIMINAL JUSTICE A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the attached periodic program review for the Criminal Justice, A.S. degree.

Trustee Intschert then presented information on a revision for the Physical Education Credit for Intercollegiate Sports Policy. She noted that the main change is currently, students receive 1 credit of Physical Education (PE) for every season and every sport they participate in. This has now been revised to state that students will earn no more than 2 credits for participating on a sports team because many of our degrees have less than 2 or more PE requirements and some degrees have no PE requirement.

Upon motion by Cindy Intschert, seconded by Maureen Aiken, Resolution 163-25 was unanimously approved as follows:

**RESOLUTION NO. 163-25                      PHYSICAL EDUCATION CREDIT FOR INTERCOLLEGIATE  
SPORTS POLICY  
(Revises Resolution No. 112-10, February 2010)**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve revisions to the Physical Education Credit for Intercollegiate Sports Policy as attached.

**Facilities Committee** – Committee Chair Stephen Todd

Trustee Todd mentioned there was no meeting, and therefore no report.

**Nominating Committee** – Committee Chair Nathan Hunter

Committee Chair Nathan Hunter reported that the Nominating Committee, Nathan Hunter as chair, Michael Crowley, and Judith Gentner, were presenting the following slate of officers for the 2025-2026 year:

Chair -	David Males
Vice Chair -	Cindy Intschert
Treasurer -	Sidney Pond
Secretary -	Michaela Frederick

Chair Males opened the floor for nominations for all officers, and, hearing none, on a motion put forth by Nathan Hunter, seconded by Beth Fipps, David Males was elected Chair, Cindy Intschert as Vice Chair, Sidney Pond as Treasurer and Michaela Frederick as Secretary.

**Personnel Committee** – Committee Chair Beth Fipps

Committee Chair Fipps reported the Personnel Committee met on June 18 and is bringing forward two resolutions for action.

Trustee Fipps presented Resolution 164-25 to approve management-confidential salary increases and one equity adjustment for 2025-2026. Upon motion by Beth Fipps, seconded by Cindy Intschert, Resolution 164-25 was unanimously approved as follows:

**RESOLUTION NO. 164-25                      2025-2026 M/C SALARIES**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby approve a sum of \$47,768 for management and confidential employee salary increases, and a market equity adjustment for one position effective September 1, 2025.

Trustee Fipps then presented Resolution 165-25 to give authority to the Chair of the Board of Trustees to negotiate the president's contract. Upon presentation and motion by Beth Fipps, seconded by Stephen Todd, Resolution 165-25 granting Authority of the Chairman of the Board of Trustees to Negotiate Modifications to the Contract of the President was approved unanimously as follows:

**RESOLUTION NO. 165-25                      AUTHORITY OF THE CHAIRMAN OF THE BOARD OF  
TRUSTEES TO NEGOTIATE MODIFICATIONS TO THE  
CONTRACT OF THE PRESIDENT OF JEFFERSON COMMUNITY  
COLLEGE**

**WHEREAS**, the contract of employment between the President of Jefferson Community College ("the College") and the College is subject to review and potential modification and/or addendum annually; and

**WHEREAS**, the Bylaws of the Board of Trustees of the College provide that the Personnel Committee of the Board shall be responsible to make recommendations to the Board regarding terms and conditions of employment of employees not covered under a labor contract;

**NOW, THEREFORE, BE IT RESOLVED**, that the sitting Chairman of the Board of Trustees is authorized to negotiate annually with the President of Jefferson Community College potential addendums and modifications to the contract of employment of the President, said addendums and modifications being subject to approval by a majority of the Personnel Committee and to subsequent ratification by the Board of Trustees.

**OTHER BUSINESS**

Dr. Dupee presented contracts for ratification in Resolution 166-25. Upon motion by Stephen Todd, seconded by Maureen Aiken, Resolution 166-25 ratifying all contracts passed unanimously.

**RESOLUTION NO. 166-25                      RATIFICATION OF CONTRACTS  
AwardSpring  
Empire State Development  
Jefferson Faculty Student Association Auxiliary  
(JFSAA)**



**Network Development Group**  
**Samaritan Medical Center**  
**State University of New York ITEC**  
**State University of New York – JSTOR**  
**State University of New York – System Administration**  
**SUNY Plattsburgh**

**WHEREAS**, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, copies of which are attached hereto:

**AwardSpring**  
*(service order, jefferson foundation scholarship platform)*

**Empire State Development**  
*(incentive proposal, next move new york initiative)*

**Jefferson Faculty Student Association Auxiliary (JFSAA)**  
*(MOU, provost living arrangements)*

**Network Development Group**  
*(software license agreement, simulation product for networking classes)*

**Samaritan Medical Center**  
*(clinical agreement, nursing program)*

**State University of New York ITEC**  
*(participating institution agreement, modern campus web hosting services upgrade)*

**State University of New York – JSTOR**  
*(participating institution agreement, subscription for college library journals)*

**State University of New York – System Administration**  
*(participating institution agreement, direct support professionals grant)*

**SUNY Plattsburgh**  
*(survey agreement, center for community studies)*

**THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.

David Males read aloud Resolution 167-25, recognizing Jerilyn Fairman for her service as Provost, and wishing her well in retirement. Following a round of applause, Jerilyn Fairman said thanks to the trustees, the President, students, faculty, and staff for their support over the years. A motion was made by David Males, seconded by Cindy Intschert, and Resolution 167-25 was passed unanimously as follows:

**RESOLUTION NO. 167-25**

**RECOGNITION OF SERVICE  
JERILYN FAIRMAN**

**WHEREAS**, Jerilyn “Jeri” Fairman began her distinguished career at Jefferson Community College in 1989 as a mathematics instructor and earned the rank of professor in 2005, and over the past three decades has served in numerous academic leadership roles, including Dean, Associate Vice President, Vice President, and Provost; and

**WHEREAS**, Jeri Fairman has led and contributed to countless committees, chaired the mathematics department, and provided exceptional leadership in accreditation and assessment, serving as the College’s Accreditation Liaison Officer and playing a critical role in every reaccreditation process since 1995; and

**WHEREAS**, under her academic leadership, Jefferson Community College earned reaccreditation from the Middle States Commission on Higher Education, joined SUNY’s Guided Pathways initiative, established the Collaborative Learning Center, and developed the Center for Professional Excellence and the College’s diversity plan; and

**WHEREAS**, Jeri Fairman has exemplified professionalism, institutional knowledge, and dedication, especially through significant leadership transitions, always placing students first while supporting faculty and staff success; and

**WHEREAS**, she has earned two SUNY Chancellor’s Awards—Excellence in Teaching and Excellence in Professional Service—and has shared her knowledge as a presenter, mentor, Middle States evaluator, and through service to local organizations such as the United Way, Court Appointed Special Advocates, the North Country Library System, the Herrings College Educational Trust, and the Northern New York Library Network; and

**WHEREAS**, Jeri Fairman’s leadership, mentorship, and passion for Jefferson have left a legacy of excellence and service to both the College and the greater community.

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Community College Board of Trustees expresses its heartfelt appreciation to Jerilyn Fairman for her extraordinary service and commitment and extends best wishes for a fulfilling and joyful retirement.

Chair Males read aloud Resolution 168-25, recognizing Judith Gentner for her service as Trustee over for the past nine years. Following a round of applause, Judith Gentner said it has been an honor and a privilege to be involved with the college for these past years. A motion was made by David Males, seconded by Beth Fipps, and Resolution 168-25 was passed unanimously as follows:

**RESOLUTION NO. 168-25                      RECOGNITION OF SERVICE  
JUDITH L. GENTNER**

**WHEREAS**, Judith L. Gentner was first appointed to serve in an unexpired term as a member of the Board of Trustees in February 2016 by then Governor Andrew Cuomo, and subsequently continued her service as Trustee for nine years; and

**WHEREAS**, Judith Gentner has provided leadership to the Jefferson Community College Board of Trustees as Vice Chair of the Board from 2018 to 2021 and as Chair of the Board from 2021 to 2023; and

**WHEREAS**, during her tenure, Judith Gentner has served as chair or member of the following committees: Chair of Facilities Committee for two years, Chair of Personnel Committee for three years, member of the Budget & Planning Committee, member of the Academic and Educational Services Committee, member of the Finance and Audit Committee; and member of the Nominating Committee; and

**WHEREAS**, Judith Gentner has advanced the mission of the College as an integral member through her participation in the selection and appointment of the College's sixth president and seventh president, which she was a Co-Chair of the Search Committee; and

**WHEREAS**, Judith Gentner advocated for Jefferson Community College students as a two-year member of the Faculty-Student Association Board of Directors and provided direct benefit to students as a generous contributor to the Jefferson Foundation; and

**WHEREAS**, as a member of the Board of Trustees, Judith Gentner has advanced the purposes of the College through two Strategic Plans and two Facilities Master Plans; and

**WHEREAS**, Judith Gentner has supported Jefferson Community College through her enthusiastic participation in campus events, her generous donation of time and talent, and her wise and thoughtful counsel, especially with relation to the military community; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees extends appreciation to Judith L. Gentner for her dedicated service and commitment to this College and wishes her well in all future endeavors.

**Schedule of Upcoming Meetings and Events** *(Held in Board Room 6-220 unless otherwise noted)*

Dr. Dupee reviewed the schedule of upcoming meetings and events:

Personnel Committee Meeting – Wednesday, August 20, at 4pm *(if needed)*

Finance & Audit Committee Meeting – Wednesday, September 3, at 3pm

Board of Trustees Meeting – Wednesday, September 3, at 4pm

**Adjournment**

On a motion made by Judith Gentner, seconded by Nathan Hunter, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

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Michaela M. Frederick  
Secretary to the Board of Trustees